CITY OF REDMOND
PREP APPLICATION REQUIREMENTS FOR:
SHORT PLAT APPLICATIONS

Project Name: _____
Project Contact Name: _____
PREP File Number: PRE_____
Submittal Date:_____

Please note that the submittal requirements below may change periodically. These submittal requirements are dated **September 2007.**

I. Intake Procedure:

Staff will review the submittal package at a pre-scheduled intake meeting to ensure that each item below is included in the application, and that the application is a code compliant application. Applications that are not code compliant and/or incomplete will not be accepted. Applications for Short Plat must meet Redmond Community Development Guide (RCDG) 20D.180, Subdivision Regulations.

***C**=Complete/Code Compliant*
***I**=Incomplete/Non code compliant*
***N**=Not Applicable*

II. General Requirements

The items below should be used as a checklist through the PREP process, guiding the applicant in the preparation/fulfillment of the application requirements. The applicant shall note a "Y" when the items have been provided for Staff review in the PREP process, and Staff shall note "C", "I" or "N" depending upon their findings/analysis.

	Draft Provided by Applicant? Y/N	C/I/N Verified by Staff
A. Completed General Application Form and Project Contact Form.		
B. Application Fees		
C. Pre-Application Information including dates of most recent pre-application meeting (needed for fee credits) and pre-application file number.		
D. Completed CAO/SEPA Fee Worksheet		
E. One copy of an 8-1/2" x 11" site layout plan (for public notice purposes)		
F. Five (5) copies of a City of Redmond SEPA Checklist and one (1) copy of a SEPA Application Form are required with a complete response provided to all questions. **You must provide a completed SEPA application form** even if the project is exempt from SEPA.		
G. All plan sets shall be submitted on sheet sizes no larger than 22x 34. All plans must be drawn at an engineering scale of 1" = 50' unless otherwise indicated or approved by staff.		
H. All plans must make a distinction between existing and proposed features/improvements.		
I. For large sites, five (5) copies of a key plat map showing the entire site on one 22" x 34" sheet		
J. Completed Attachment D		

III. Requirements for Planning Department

A. Two (2) copies of a Site Plan, drawn to a scale of no smaller than 1" = 50' showing the following information for the subject property and surrounding property within 50 feet:		
1. Small scale vicinity map relating the proposed development to existing streets, other developments and significant land features within ¼ mile of the subject property.		
2. Name, address, phone number and e-mail address of the developer, building, surveyor, engineer (s), architect, land planner, arborist and other professionals involved		
3. Notation of existing zoning classification		
4. Legal description and parcel numbers of subject property or properties		
5. All proposed and existing lots, tracts and easements showing layout and dimensions of lots. Identify all lots using sequential numbers (Lot 1, Lot 2 etc). Identify each tract using letters in alphabetical order (Tract A, Tract B etc). In addition, provide the square footage contained within each lot, tract and easement.		
6. Delineation and width of proposed streets, right of way and sidewalks and/or pedestrian/trail connections.		
7. Existing critical areas including wetlands, streams, 100 year flood plain, geologic hazard areas and critical wildlife areas together with their associated buffers.		
8. Location of any State Shorelines and their associated wetlands. Plans must demonstrate compliance with RCDG 20D.150, Shoreline Regulations.		
9. Location of any land to be reserved for use in common or dedicated for public facilities, such as recreational areas, open space, critical areas and associated buffer areas, streets, etc together with a notation of the use and square footage.		
10. The required minimum lot width circle and building setback lines, dotted in, per the applicable Site Requirements Chart		
11. Abutting property (with parcel numbers) shown by dash lines		
12. Show use and surveyed location of existing building(s), rockeries and fences on and within 150 feet of the boundaries of the proposed division and indicate their height, and if they are to remain or be removed.		
B. Two (2) copies of CAO (Critical Areas Ordinance) Report which contains all applicable information within Appendix 20D-2 of the Redmond Community Development Guide		
C. Two (2) copies of a CAO mitigation report/plan demonstrating/describing compliance with the Critical Areas Ordinance (RCDG 20D.140)		
D. Two (2) copies of the Completed Project Summary Table and Net Buildable Area Calculation Table (Attachment A) demonstrating compliance with all applicable site requirements and density allowances.		

E. Two (2) copies of a tree health assessment, prepared by a certified arborist shall be required for all trees on site that are 6 inches or greater in diameter. The tree health assessment shall also verify that all trees designated as saved are healthy trees. The tree health assessment shall include the completed Tree Preservation Summary Table(Attachment B), demonstrating compliance with Tree Preservation Requirements (RCDG 20D.80.20)		
F. Two (2) copies of a Tree Preservation Plan, labeled "Tree Preservation Plan" showing the surveyed location and drip line of all trees six (6) inches or greater in diameter at breast height (4½' above grade) within the site and for fifty (50) feet outside of the site. Individual trees shall be identified by size and species. • Where stands of more than twenty-five (25) trees will not be disturbed, the applicant must depict the size and species name of each significant tree, with the drip line of the stand together with a note indicating the total number of significant trees within the stand. • Each tree shown must be designated as removed, retained (**no** construction/clearing within 5 feet of the drip line), or impacted (trees proposed to remain, but have construction within the drip line or 5 foot drip line setback (only retained trees may be counted toward the 35% tree retention requirement). • The five-foot drip-line setback shall also be shown for all trees proposed to be retained and impacted. • Location of all proposed water, sewer and storm lines must be shown • Clearing limits for any improvements within 20 feet of retained or impacted trees must be shown. • The Tree Preservation Plan shall include the completed Preservation Summary Table, demonstrating compliance Tree Preservation Requirements (Attachment B)		
G. Two (2) copies of a Tree Replacement and/or Landscape Plan showing the following:		
1. General location of existing vegetation/trees to remain		
2. General location of proposed trees, shrubs and groundcover		
3. Plant schedule providing the scientific name, common name, size and spacing of each plant.		
4. Proposed location and species of replacement trees required. Replacement trees shall be designated as such on the plan and be distinguished from other landscape trees, Plan must demonstrate compliance with Tree Replacement regulations outlined within RCDG 20D.80.20.		
H. If proposal is located within a floodplain, you must show the base flood elevation		

IV. Requirements for Engineering/Transportation

A. Two (2) copies of a title report or plat certificate (dated within 90 days of the application submittal date) for all parcels involved.		
B. Two (2) copies of computation sheets that provide mathematical closures with the square footage of all streets, individual lots and tracts, and total area contained within the subject parcels. Note: The area of streets, lots, and tracts must equal the total area of the land division.		
C. Two (2) copies of Site Plan/Drawings, titled "Engineering/Transportation Plan Set" to include the following:		
1. Drawing Format and Content		
a. Title Block/Drawing Title to include: -Section, Township and Range - Project Name (every page) -Tax Parcel -Legal Description -All applicable professionals' name, address, phone, e-mail and contact name, -Owner name, address, phone, e-mail - Developer name, address, phone e-mail and contact name. -Vicinity Map		
b. Applicable contact information shall be shown on each page of the plan set		
c. Horizontal scale shall be at 1" = 20'		
d. Vertical scale shall be at 1" = 5'		
e. North Arrow and Scale Bar-shown in upper left hand corner of each page.		
f. Profile Information of roadways and all utilities-include existing and proposed grade.		
g. Plan View Information shall indicate and identify all existing and proposed features, utilities, street improvements and paving and other features that will affect the design and construction of the site grading and the drainage system. Information shall include opposite side of street frontages and extend to at least 150 feet off site.		
h. Each page of the plan set shall include a legend indicating the symbols used on that page (one legend on front of plan set is not acceptable)		
i. Plans shall include adjacent plat/parcel information including plat name and lot number and tax lot parcel number.		
2. Site Plan to include the following		
a. Property lines including bearings and distances		
b. Right of Way including bearings and distances		
c. Lot numbers		
d. Site area shown in square feet and acres		
e. Streets-edge of pavement or curb and sidewalk, centerline and name shown		
f. Contours (dashed lines for existing and solid lines for proposed) 1 or 2 foot interval (slopes 40% or greater may be shown with 5-foot contours		
g. Onsite features-easements, buffers, +40% slopes, etc		
h. Off site information-all features within offsite areas that drain onsite, and all information within		

20 feet of all property lines.		
i. Utilities (water, sewer, telephone, cable television, gas, power, etc.		
j. All utility easements with dimensions labeled		
k. Setbacks including building, steep slope (in accordance with geotechnical recommendations), wetland or other:_____		
l. Public/Private Streets including:		
-Right of Way and easements required/provided		
-Typical street section (s) meeting street classification		
-Street and sidewalk width(s) required/ provided		
-Bicycle lane(s) required/provided		
-Surfacing required/provided		
-Existing ground to 15 feet beyond Right of Way line		
-Existing and proposed utilities shown in plan and profile.		
-Maximum grade permitted/provided		
-Horizontal alignment with curve data including curve radius required/provided, tangent distances required/provided and stopping site distance required and provided		
-Vertical Curve Data including stopping site distance for grade, algebraic difference in slope and minimum VC length required/provided.		
-Profile: Scale, VC Data, elevations labeled every 50 feet, center of cul de sac, existing and proposed grade.		
m. Frontage Improvements including:		
-Right of Way and easements required/provided		
-Typical Street Section(s)		
-Street width(s) required /provided		
-Sidewalk width(s) and planter strip(s) required/provided.		
-Bicycle lane(s) required/provided		
n. Driveways including:		
-Minimum/Maximum width allowed		
-Width provided		
-All driveways shown within 150 feet of proposed driveways (including off-site_		
-Driveway to driveway spacing at minimum 150 feet		
-Angle at intersection of street		
-Emergency access requirements		
o. Intersections and cul-de-sacs/dead ends including sight distance triangles, horizontal alignment, min. 150 ft offset from centerline of adjacent intersections, approach landings, min. curb radius provided and cul-de-sac length and dimensions.		
p. Parking lots including stall dimensions and travel isle widths, handicap spaces with stall/double stall width and distance to building		
D. Two (2) copies of a Traffic Impact Analysis report, including information as shown on Attachment C. Contact the Public Works Department at 425-556-2881 to verify if the report is required.		

V. Requirements for Clearing, Grading and Stormwater Management

Plans shall conform to Section 20E.90.10-080 of the Redmond Community Development Guide

A.	The general headings listed below must be addressed:		
	1. Protection of adjacent properties		
	2. Allow for maintenance of stormwater structures		
	3. Identification of critical areas and associated buffers		
	4. Identification of easements		
	5. Accurate description of work area		
	6. Controlling off-site erosion		
	7. Separate public and private drainage		
B.	Two (2) copies of Site Plan/Drawings, titled "Clearing, Grading and Stormwater Management Plan Set" to include the following:		
	1. Drawing Format and Content Drawing content shall contain all information necessary to review the design concept for compliance with City Standards and feasibility. Plans shall conform to the standards in the Stormwater Notebook.		
	a. Horizontal scale 1" = 20'		
	b. Vertical Scale 1" = 5'		
	c. North arrow and scale bar shown in the upper left hand corner of the drawings		
	d. Drawing shall be laid out to afford the maximum understanding possible.		
	e. Profiles of storm drainage systems are required for public drainage systems and may be required for private systems where conflicts with other utilities are possible.		
	f. Profile information-include existing and proposed grade, utility crossings and crossings clearances, pipe slope, pipe length, manhole depths, inverts.		
	g. Plan view information-present the existing and proposed features, utilities, retaining walls (including height), street improvements/paving, and other features that will affect the design and construction of the site grading and the drainage system.		
	h. Legend-identify line types and symbols used.		
	i. Phased project drawings-depict all construction necessary to complete the phase (each phase shall be independently approved).		
	2. Site Plan to include the following		
	a. Property lines		
	b. Site area shown in square feet and acres		
	c. Contours-based on field survey (dashed lines for existing, solid lines for proposed) 1 or 2 foot interval (slopes 40% or greater may use 5-foot contours).		
	d. Onsite features-easements, buffers, +40% slopes etc		
	e. Offsite information-features within offsite areas that drain onsite, and topography within 50 feet of all property lines. USGS or City contour maps may be used		

f. All utility easements with dimensions labeled		
g. Setbacks including building and steep slope setbacks (in accordance with geotechnical recommendations.		
h. Grading-show proposed		
-Limit cuts and fills to 8 feet		
-Limit walls to 8 feet		
-Proposed grading no steeper than 3 to 1		
-If grading within 25 feet of steep slope (40%) provide geotechnical report		
i. Where lots are lower than the adjacent roadway storm drain system, include a roof and footing drain collection system.		
C. Two (2) copies of a Drainage Report: Follow the format provided in the 2001 Department of Ecology Stormwater Management Manual for Western Washington.		
1. Describe the proposed development		
2. State how the site currently drains		
3. Provide brief description of the downstream conveyance system		
4. Drainage Basin Map including the following:		
-North arrow		
-Scale (larger engineering scale may be used where appropriate)		
-Title block		
-Property lines		
-Proposed and Existing Contours		
-Proposed Storm Drainage Inlets		
-Existing Storm Drainage		
-Drainage Area to SWM Facility		
-Offsite Areas Draining Onsite		
-Flow Path for Time of Concentration Computations		
-Legend of Symbols		
-Road and Stream Names		
5. Drainage Calculations:		
- Rainfall Intensity (KCSWM Manual Fig. 3.5.1C - 3.5.1I)		
-6 month - 24 hr		
-Pre-developed Condition		
-Pervious area		
-Pervious area land use		
-Impervious area		
-Impervious area land use		
-Drainage calculation results		
-Post Developed Conditions		
-Pervious area		
-Pervious area land use		
-Impervious area		
-Impervious area land use		
-Drainage calculation results		
6. Quantity Control		
-Release rate(s) half of pre 2 yr. for post 2 yr., pre 10 yr. for post 10 yr. and pre 50 yr. for post 50 yr.		
-Storage volume required		
-Storage volume provided		
-Quantity control facilities		
7. Quality Control		
-Water quality volume required (6 month -24 hour)		

-Treatment volume provided		
-Quality control facilities		
D. Two (2) copies of a Stormwater Management Plan to include the following		
1. Plan Review		
-Design slope- 0.25% minimum and 20% maximum		
-When specified by the City Stormwater Engineer- Hydraulic Grade Line Computations – hgl for 10 Year must be 1' below overflow condition (allowances may be made near detention system or large bodies of water surcharge).		
-Safe 100 Year Flow Conveyance – the 100 year storm flow shall not impact any buildings.		
-Minimum pipe size 8" minimum for public storm drain systems and 6" minimum for private systems.		
-Pipe data-pipe length, slope labeled		
-Horizontal clearance- 5 feet from all other utilities and structures, and 8 feet from trees (street trees may be closer than 8' with root barrier)		
-Vertical clearance- one foot from other utilities. 18" for sewer with storm above sewer.		
-Rockeries/retaining walls-shall not cross or be near storm drain pipes, except where no alternatives exist. Any crossing of a wall shall be perpendicular to the wall and special construction techniques including steel casings may be required. No rockeries allowed over roof or footing drains.		
-Structure data including structure type and size		
-Structure spacing-350' preferred (400' may be allowed)		
-Easements with labeled width. Public easements have 20-foot min width. No obstructions allowed in easements.		
-Footing/foundation drains- shall be connected to the storm drain system (shown as stubbed to lots only for plats)		
-Roof drains-shall be connected to the stormdrain system (shown as stubbed to lots only for plats)		
2. Profiles (Required for public system)		
-Profile-pipes and structures		
-Other utilities-labeled and designate size and type		
-Profile grades-show and label existing and proposed grades		
-Pipe profile information-show invert and top of pipe, pipe size, pipe material and design slope		
-Drop structures only allowed per approval of Stormwater Engineer		
-Utility crossings-all crossings must be shown, label utility type, line size, invert of utility and storm lines and clearance between pipes (1 foot minimum vertical clearance and 30 degrees minimum crossing angle).		
-Berm section-in accordance with geotechnical recommendation for open ponds.		
E. Stormwater Management Facilities		
1. Underground Detention		
-Runoff determination-per DOE Manual, for the design storms as established by the Technical Committee review.		

	-Area draining to SWM system, Bypass and Compensation areas		
	-Offsite areas draining on site-generally do not need to be controlled but, must be safely conveyed.		
	-Detention volume computation-show volume required and volume provided. State/storage curve must match proposed facility		
	-Inverts-show for all pipes entering and leaving control structure or vault		
	-Maintenance vehicle access-required to both ends of detention pipes and two accesses to vaults (one near control structure)		
	-Easement-5' minimum around all public detention systems (20 foot minimum width)		
	-Fire Hydrant-within 100 feet of detention pipe systems 4 feet in diameter or larger, and for all vault systems over 1000 cubic feet of total volume may be required.		
2.	Infiltration		
	-Soil permeability tests or gradation per DOE-two tests minimum or one for every 5000 square feet of infiltration system bottom area.		
	-Soil test-must be taken at the proposed bottom of infiltration system		
	-Excavation or boring-is required in the trench area to a minimum depth of 4 feet below the bottom of the trench. Infiltration not feasible if evidence of ground water or bedrock/hard pan		
	-Infiltration bed-all infiltration system should be a minimum of 3 feet above the seasonal high water mark, bedrock, hardpan and impermeable layer.		
	-Setbacks		
	-Minimum 500 feet from drinking water wells and springs, septic tanks and drain fields		
	-Minimum 20 feet down slope and 100 feet up slope of building foundations.		
	-Minimum 10 feet from NGPE and property line		
	-Down spout infiltration system-shall be designed with overall project for typical lot with individual homes		
	-Maximum drainage area		
	-Down spout infiltration systems-5000 sq. feet		
	-Infiltration basin-50 acres		
	-Infiltration trench-15 acres		
	-Infiltration system location-may not be located in an area previously used as a sediment trap		
	-Inflow to an infiltration system-must first pass through a pre-settling BMP or a biofilter. Disturbed areas shall not drain to the infiltration system.		
	-Filter fabric is required on all sides, top and bottom of infiltration trenches		
	-Maximum trench length-100 feet		
	-Provisions for the 100 year overflow path required		
	-Maximum ponding-in an open infiltration basin is 3 feet for the maximum storm entering the basin (not to exceed the 100 year-this includes headwater to pass storm flow out any overflow) 1 foot of free board is required to the top of the structure.		
	-Basin side slopes-shall not exceed 3:1		

-Infiltration basin berm-must use impervious material for berm and the berm must be 2 feet wide at the top for each foot in height as measured from the ponding area bottom.		
3. Biofiltration (See DOE Chapter III-6)		
-Required length-200 feet minimum (may be reduced to 150 feet for redevelopment projects only).		
-Designed storm- 6 month-24 hour storm, high flow bypass required unless otherwise designated.		
-Maximum velocity- 1.5 fps for the design storm		
-Swale slope- 6% maximum. For slope greater than 4%, check dams must be provided		
-Setbacks-no buildings or trees within 10 feet of the normal high water		
-Vehicle access-required for all biofilters for maintenance		
-Cross section-show dimensions, design flow depth and 1-foot minimum free board		
-Swales/Trenches-including, grading, slope, spot elevations (a minimum of every 50 feet and at both ends), bottom width, side slopes, and lining.		
4. Wetpond/Detention Facilities		
-Setbacks-20 foot minimum away from structures and ROW, and 50 feet minimum away from steep slope (15% or greater)		
-Length/Width ratio-minimum of 3.0 (preferred)		
-Interior slope-maximum of 3H:1V (preferred) 2:1 below water surface ok		
-Permanent Pool-minimum of 6 months 24 hour release		
-Live storage-store detention volume required		
-Berm embankment-maximum of 6 foot high (preferred)		
-Toe of embankment-minimum of 55 feet from ROW		
-Multi-celled-minimum of 2 cells (preferred)		
-Emergency Overflow-for open pond, shall be separated from pond outlet		
-5’ wide safety bench set at 1’ depth around perimeter of pond.		

VI. Requirements for Water/Sewer

A. The project engineer for the development shall submit a written review of the project to evaluate its compliance with the City's General Sewer Plan. Criteria shall include basin boundaries, service to adjacent properties, the ability to serve all properties within and beyond the development by gravity and the capacity of the sewer system to accommodate the proposed development. If changes are proposed to the General Sewer Plan as a part of the development, an application for a General Sewer Plan Amendment shall be submitted prior to or concurrent with the Preliminary Plat application. Evaluation of the capacity of the sewer system shall rely initially on a review of the data in the General Sewer Plan. Should the General Sewer Plan indicate a capacity problem, physical investigations of the system shall be required which may include inspections of the manholes and videotaping of the sewer mains to determine current system surcharging and system deficiencies as well as flow monitoring to gauge current sewage flows infiltration. Prior to acceptance of a preliminary plat application the project's pro rata share of the cost of any necessary system improvements shall be determined in writing by the Water and Sewer CIP Planning Group..		
B. The project engineer for the development shall submit a written review of the project to evaluate its compliance with the City's Water System Plan. Criteria for this review shall include verification of the property water system pressure zone and confirmation that all proposed water services will be within City requirements for water pressure. Acknowledgement shall be made of any fire flow deficiencies and mitigation proposed for the project. Analysis shall be provided of how the existing or proposed water system shall provide redundancy of domestic and fire flows per City standard and industry norms. For project within the North Redmond neighborhood, written notification from the City that the existing Tolt connection has sufficient remaining capacity to supply the project must be submitted with the preliminary plat application.		
C. A Water and Sewer Plan to include the following:		
1. Notation of Water and Sewer Source on 1st page		
2. Existing and proposed utility easements, rights of way and other easements that bear a direct relationship to the project.		
3. Existing utilities: The location and size of water and sanitary sewer facilities (water meters, side sewers etc), storm sewer facilities, power, gas, telephone and cable, fire hydrants, power poles, vaults, boxes and underground duct runs in or adjacent to the proposal.		
4. Proposed utilities: The location and size of water and sanitary sewer facilities (water meters, side sewers, etc.) storm sewer facilities, power, gas, telephone and cable, fire hydrants, power poles, vaults, boxes and underground duct runs in or adjacent to the proposal.		
5. Location and disposition of any wells, septic tanks, drainfields and related easements in or within 150 feet of the proposed subdivision.		

6. New water and sewer mains located within paved areas where reasonably feasible.		
7. Paved access to all sanitary sewer manholes is provided. Curve radii minimum of 25 feet inside, 45 feet outside. Maximum 18% grade.		
8. Water and sewer mains in easement areas show 10 feet easement on either side of main. Minimum spacing of 10 feet between water and sewer and 5 feet to all other utilities must be demonstrated to be obtainable		
9. Retaining walls, rockeries and other structures are excluded from utility easement areas.		
10. PRV stations shown where required to create water system pressure zones consistent with the Water System Plan and maintaining system operating pressures under 100 psi.		
11. PRV station shall be shown to scale and shall include adequate area for construction and maintenance as well as vehicular access in a soft-surface area consistent with the City's design and construction standards.		
12. Required sewage pump stations to serve the subdivision, patterned after existing City pump stations, with preliminary sizing calculations.		
13. Existing trees within 8 feet of new or existing water and sewer mains shall be shown as "removed" on the tree preservation plan.		
14. Indicate the source of domestic water for all properties within 150 feet of the proposed subdivision and all associated construction.		
15. Submit a hydrogeologist's report of the likely impacts to, and proposed monitoring of and mitigation in the event of demonstrated impacts to water wells serving properties for which the water source has been identified		
16. Required off site easements for utilities		
17. For utilities proposed to cross critical areas indicate the proposed means of construction for the crossing (e.g. open-cut, microtunneling etc) and whether a critical areas exemption will be required to be obtained for the construction.		

Attachment A

Project Summary Table and Net Buildable Area Calculation Table

Project Summary Table	____ Zone	___Zone	____Zone	____ Zone
Gross Site Area in square feet				
Net Buildable Area (See Net Buildable Area Calculation Table, Row G)				
Minimum density (See Net Buildable Area Calculation Table, Row H)				
Maximum density				
Average Lot Size				
Largest Proposed Lot size				
Smallest Proposed Lot size				
Sensitive area(s) and buffer, in square feet				
Area of public right-of-way, private streets, and access corridors				
Total Open Space, in square feet				
Total active recreation open space, if applicable				

	Net Buildable Area Calculation Table	_____ Zone	_____ Zone	_____ Zone	_____ Zone
A	Gross Site Area in square feet				
B	Sensitive area(s) and buffer, in square feet				
C	Surface Water areas dedicated or held in common				
D	Area of public right-of-way, private streets, and access corridors				
E	Parks and opens space dedicated or held in common				
F	Above ground public facilities				
G	**Total for each zone (A – {B+C+D+E+F})= Net Buildable Area**				
H	**Minimum Density (G x Minimum Density Percentage) = Minimum Density**				

Attachment B

TREE PRESERVATION SUMMARY TABLE

Summarizing Compliance with Code.

The following table provides you with the format that is required for summarizing a proposal's conformance with the City's tree protection regulations. The table must appear in the Arborist Report and on the Tree Preservation Plan, both of which are part of the application. ***Please include the total number of trees that are 6" or greater in diameter and the number of unhealthy trees in the report.*** *This table should NOT include trees that are outside the subject property lines.*

	Proposed Action and Brief Definition			
Tree Type	***Removal[1]***	***Impacted[2]***	***Retained[3]***	***Total***
Landmark (>30" dbh)	*Number of removed landmark*	*Number of impacted landmark*	*Number of retained landmark*	*Total Landmark Trees*
	% of Removed Landmark Trees of All Trees	*% of Impacted Landmark Trees of All Trees*	*% of Retained Landmark Trees of All Trees*	*% Landmark Trees of All Trees*
Significant (6" - 30")	*Number of removed significant*	*Number of Impacted significant*	*Number of Retained significant*	*Total Significant Trees*
	% significant removed of all significant trees	*% Impacted of all significant*	*% Retained of all significant*	*% Significant Trees of All Trees*
Totals	*Number of Landmark + Significant Removed*	*Number of Landmark + Significant Impacted*	*Number of Landmark + Significant Retained*	*Total Number of ALL Trees*
	% of removed of all Trees	*% of Impacted of all Trees*	*% of Retained of all trees*	
Replacement Trees	*# of Replacement Trees*	*N/A*	*N/A*	*# of Replacement Trees*

1. *Removed = trees to be cut down*
2. *Impacted = trees to remain on site, but have construction and/or clearing within 5 feet of the drip line*
3. *Retained = no construction and/or clearing within 5 feet of the drip line of the tree.*

Attachment C
Requirements for Traffic Impact Analysis

OUTLINE OF REQUIRED ELEMENTS

PHASE ONE - Trip Generation Study/Traffic Modeling

In Phase One of the traffic analysis process, the traffic consultant is required to submit a technical memorandum summarizing the forecasted trip generation for the proposed project, along with justification for the methodology used in the forecast. This memorandum is then reviewed by the City and possibly by other affected public agencies. Upon approval of the trip generation estimate a determination will be made if the project is subject to transportation concurrency review in accordance with section 20D.210.10 of the Redmond Community Development Guide. If applicable, the applicant shall submit a request for a certificate of concurrency. The project applicant will be required to pay for the traffic modeling that is part of the concurrency evaluation.

PHASE TWO - Formal Scoping/Preparation of Traffic Impact Analysis

Phase Two of the transportation impact analysis process entails scoping of the analysis and preparation of the report by the transportation consultant. Once the traffic modeling is complete, the applicant's consultant should contact the City to set up a meeting to formally scope the transportation impact analysis. The analysis will be based primarily on the outline presented on the following pages. The specific list of intersections that will need to be reviewed in the transportation impact analysis will be developed from the trip assignment for the project. Depending upon the size and character of the proposed project, certain elements of this outline may be reduced in scope or eliminated. However, other items may also be added if special issues relating to transportation exist on the project.

I. INTRODUCTION

A. Location of Project Site
1. On local vicinity map.
2. In relation to other major uses or landmarks.
3. In relation to the adjacent street system.

B. Description of Proposed Project or Action
1. Proposed land use and/or character of project.
2. Size of project (square feet, number of units, number of employees, etc.)
3. Number of parking spaces provided.
4. Number and location of accesses to street system.
5. Anticipated project phasing, if applicable.

C. Scope of Analysis/Organization of Report
1. Specific issues analyzed.
2. General layout of transportation report.

D. Additional Information Required

_____

_____

II. EXISTING CONDITIONS

A. Definition of Study Area for Analysis

1. All signalized intersections impacted by 20 or more project generated trips in the PM peak hour (total one-way trips through the intersection).
2. Intersection of site accesses with street system.
3. Unsignalized intersections as directed by the City.

B. Physical Characteristics of Study Area Street System

1. Streets within study area.
   a. Number of lanes (typical and at intersection).
   b. Street and shoulder widths.
   c. Posted speed limit.
   d. Approximate street grades.
   e. Other geometric features.

2. Non-motorized & Transit facilities
   a. Location of sidewalks and trails within the area
   b. Residential projects should identify walk routes to schools within 1 mile radius.
   c. Location of bike lanes within the area
   d. Location of transit facilities within the area

3. Key intersections in study area.
   a. Traffic Control (signals, signs, etc.).
   b. Turn restrictions.
   c. Lane alignment.
   d. Sight distance restrictions.

C. Operational Characteristics of Study Area Street System

1. Traffic Volumes
   a. Average weekday traffic volumes (AWDT) on streets.
   b. PM peak hour turning movement volumes at key intersections.
   c. Schematic of street system showing AWDT and PM turning movements.
2. Traffic Operations
   a. Level of service at all signalized intersections using Circular 212 Critical Volume Sum methodology. Summary table should include level of service ranking from A to F, and critical volume sum for intersection.
   b. Level of service at all unsignalized intersections using Highway Capacity Manual (Special Report 209). Summary table should include level of service ranking from A to F, and reserve capacity for each critical movement.
   c. Warrant analysis of unsignalized intersections as determined by the City.
   d. 85^{th} percentile speed on streets.

D. Traffic Accident History within Study Area

1. Three-year accident summary at all key intersections. Include accident diagrams.
   - Intersection accident rates shall be stated in million entering vehicles (MEV) = (annual # of accidents X 10^6)/ (annual traffic entering)

- Accident rates for street sections shall be stated in million vehiche miles travels (MVM) = (annual # of accidents X 10^6)/ (annual vehicle-miles of traveled)
- Vehicle-miles = AADT x 365 days/year x section length

2. Identification of problem areas and accident trends.

E. Parking Demand/Supply

1. Existing location and supply.
2. Existing use characteristics (demand, turnover, etc.).

F. Additional Information Required

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III. FORECASTED CONDITIONS

A. Forecast of Non-Project Traffic Volumes

1. Forecast year
   a. Year of project build out.

2. General traffic volume growth.
   a. Annual percentage growth in traffic volumes (typically 2%).

3. Specific traffic volume growth.
   a. Trip generation from other planned developments.
   b. Diversion of traffic due to planned street improvements.

B. Forecast of Project Generated Traffic Volumes

1. Trip Generation
   a. ITE Trip Generation (7th Edition) or City approved methodology.
   b. Breakdown of new, pass-by and diverted trips.

2. Mode Split
   a. Proportion of trips via SOV, HOV, walking, bicycle, or other modes.

3. Trip Assignment
   a. Assignment of project trips to specific travel routes as per the short-term trip assignment provided by the City of Redmond traffic model (if used for concurrency testing).

   b. Show all streets and intersections impacted by 20 or more trips in the PM Peak Hour. Show other intersections as directed by the City.

C. Analysis of Forecast Year Traffic Operations With and Without Project

1. Level of Service
   a. All signalized intersections using Circular 212 Critical Volume Sum methodology. Summary table should include level of service ranking from A to F, and critical volume sum for intersection.
   b. All unsignalized intersections using Highway Capacity Manual (Special Report 209). Summary table should include level of service ranking from A to F, and reserve capacity for each critical movement.

c. All project accesses to street system using applicable methodology outlined above.
d. Schematic of street system showing AWDT and PM turning movements.

2. Project Specific Mitigation: Use the following guidelines in determinig whether mitigation is required at specific intersections:
   a. If the intersection will operate at LOS-D or better in the forecasted year with the proposed project, no mitigation is required.
   b. If the intersection will operate at LOS-E/F in the forecasted year with the proposed project, and the addition of the project traffic decreases the LOS, mitigation may be required to alleviate project impacts. For signalized intersections, the consultant should then use the HCM 209 methodology to assess potential physical improvements to improve the operation of the impacted intersection. The City will review these potential improvements and may require their construction to mitigate project impacts.

D. Safety Condition within Study Area

1. Analysis of safety problems identified in Existing Conditions section.
2. Residential projects should coordinate with the City and Lake Washington School District to identify gaps or hazards for school walk routes.
3. Options available to reduce or eliminate safety problems.
4. Analysis of entering and stopping sight distance at project accesses and along street frontage(s).

Note: The design speed is used in any analysis shall be 10 mph over the posted speed limit unless otherwise approved by the City.

E. Parking Demand/Supply

1. Proposed parking supply.
2. Analysis of expected parking demand.
   a. ITE Parking Generation (2nd Edition) or City approved methodology.
3. Comparison of supply/demand to City Code Requirements.

F. Additional Information Required

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IV. SUMMARY OF ANALYSIS AND MITIGATION

A. Executive Summary of Transportation Impact Analysis

B. Summary of Impacts and Project Specific Mitigation

INFORMATION PROVIDED BY THE CITY

Information which is part of the City of Redmond's traffic data base can be found on the City's web site at: http://www.redmond.gov/insidecityhall/publicworks/transportation/trafficcounts.asp or can be made available to the applicant within one week of a written request to Deby Canfield (Fax # 425-556-2808). Additional information required for the study will need to be acquired at the applicant's expense. The City will provide the following information if it is available:

- Current AWDT information (current shall mean within one year of the study date).
- Current PM peak hour counts (current shall mean within one year of the study date).

Attachment D
Staff Approval for Scheduling Formal Application Intake Meeting for *PREP* Project
(to be completed by City review staff)

This form is to be completed at the end of the PREP process. Upon completion of this form by the City review staff, the applicant may schedule an intake appointment by calling 425-556-2494. The applicant must bring this form (original) to the appointment to bypass the review for completion. In order to ensure a smooth intake process, please have your filing fees estimated by a Planner prior to your appointment. Please note this form is NOT required for submittal of plans for a PREP Kick-Off Meeting. Please refer the PREP Pre-Application Form if you are just beginning PREP.

The following project has been reviewed for completeness of the E-Zoom submittal requirements and may be accepted by the Development Services Center:
Title:_____
Development #_____
Pre-Ap #(S)_____

Review Group	Signature of Reviewer
Engineering/Transportation:	
Planning:	
Stormwater/Clearing and Grading:	
Water/Sewer:	
Fire:	